



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

VETERANS CEMETERY SUPERINTENDENT

Job Number: 20000622

Job Code: 21160V161016

Job Group: 2100 - MILITARY AND EMERGENCY PREPAREDNE

Job Established: 12/01/2003

Job Revised: 10/16/2016

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides assistance to the Director of a State Veterans Cemetery in the overall management of the facility, performing those duties in the Director's absence. Coordinates all operational interment functions, develops short and long- term plans for renovation, upkeep, repair and maintenance of all gravesites, markers, landscaping, structures and vehicles, and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have three years of experience in cemetery care taking, grounds maintenance, golf course greenskeeping, landscaping, farming or other related experience.

Substitute EDUCATION for EXPERIENCE:

An associate's degree in horticulture or a related area will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license prior to appointment in this classification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Oversees all interment operations, providing dignified and compassionate burial for Kentucky's veterans and their eligible dependents to include grave selection, grave layout from blueprints, grave preparation, placement of concrete grave liner, shelter setup, burial, and installation and maintenance of headstones. Orders, receives and inspects grave markers. Participates in developing an overall maintenance plan and establishes standards. Performs inspections on a regular basis to ensure that the cemetery is in compliance with all local, state, and federal regulations. Operates heavy equipment such as backhoe, dump truck, tractor, Bobcat, pneumatic tamper, and mini excavator for grave digging. Hauls dirt and sand, and backfills and levels graves. Supervises moving of casket and floral arrangements to final resting place using casket mover (Toro), as well as installs and operates casket lowering-devices at gravesites. Schedules recurring maintenance, assigns repairs, and maintains records for multi-million dollar facility and grounds programs. Tracks recurring maintenance and repair of hundreds of thousands of dollars in equipment. Develops action plans for minor construction projects and facility repairs; must be able to establish project timelines and determine manpower, materials, and equipment requirements. Organizes, plans, and prioritizes work and activities for cemetery workers in everyday operations of programs and inspects work to insure quality and compliance with standards. Trains subordinate workers, approves leave, evaluates work performance, and makes recommendations regarding personnel actions and corrective action measures.

UNIQUE PHYSICAL REQUIREMENTS:

Work typically involves heavy lifting, bending and stooping. Exposed to loud noises and sharp objects.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed outdoors in all types of weather conditions. Operates power equipment and handles pesticides.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.